

MINUTES OF A MEETING HELD IN ROOM 769 OF THE HALL BUILDING, SIR GEORGE WILLIAMS
CAMPUS AT 5:30 P.M. ON FEBRUARY 19, 1979

Present: Mr. C. A. Duff, Acting Chairman
Mr. B. Counihan, Dr. E. Enos, Mr. M. Flynn, Mr. J. A. Sproule, Mr. F. Denton, Mr. B. Philip, Ms. J. Richardson, Mr. D. Insleay, Ms. N. Cullen, Prof. R. Allison, Prof. W. Gilsdorf, Prof. R. Wills, Prof. J. Macaluso, Mr. M. Eson, Mr. A. Arsenault, Ms. Anita Grant, Mr. M. D'Ganigian, Mr. A. Lajoie, Mr. W. Muloin, Ms. H. Obermeir, Mr. P. Sauer, Mr. M. Wiemann, Mr. J. Lacombe, Mr. S. Lawee, Mrs. N. Cooper, Secretary.

Alternate: Rev. R. Nagy for Rev. R. Gaudet, S. J.

Absent: Prof. A. Riding, Mr. O. El-Awadi, Mr. A. Manessy, Ms. M. Eberlin, Mr. R. Sharma, Prof. F. W. Bedford.

Guests: Prof. Graham Martin, Prof. J.-P. Pétolas, Mr. R. O. Beaudoin, Rev. M. Terho, Mr. L. Palnick, Mr. D. Chan.

Chairman's Remarks

- 1.0 The Chairman of the Board of Governors, Mr. C. A. Duff, a non-voting member of Council, opened the meeting at 5:30 p.m., stating that he had been asked by Prof. Bedford to chair the meeting in his absence. He announced that Father Nagy was replacing Father Gaudet at the meeting because of recent surgery. He congratulated Dean Brian Counihan on his recent appointment as Dean of Students, Loyola Campus.

Guest Speaker - Prof. Graham Martin

- 2.0 Mr. Duff introduced Prof. Graham Martin, Vice Rector, Administration and Finance, who had been invited to address Council on the subject of space allocation at Concordia University. Prof. Martin stated that he would first give a general overview of space allocation and how policy-making decisions are generated and then answer questions. He introduced Prof. J.-P. Pétolas, Assistant Vice Rector in charge of Physical Resources, and Mr. Roland Beaudoin, Architect in charge of Planning Operations.

The speaker defined gross space as all space inside the outside walls of a building including corridors, washrooms, etc. Net space, in contrast, is defined as usable space. In a typical university 63% of the space is net or usable space, the remainder being support space. He defined "norms" as the amount of space allowed to the University by a Government formula, which is broken down into categories such as libraries, student lounges and activity space, classrooms, offices, etc. Concordia is the only University in the Province below the norms allowed by the Government, being 70% of norms. Within Concordia virtually all space shortages are downtown, although there are individual sections on each Campus that are above or below norms.

The norms are based by the Government on 1996, so that if extra space is required before 1996 it may be rented, but it may not be built or purchased unless it will be required in 1996. Up to 35% of space may be rented to accommodate increasing students which are anticipated in the meantime. Concordia is already close to 30%-35% in rentals and running into problems obtaining good rental space. Although

Mid-Town Motors is being renovated at a cost of \$3 to \$4 million, it is rented space. The Norris Building is rented from the YMCA and theoretically must be vacated in three years if the Y does not choose to renew the lease. A Layman's Guide to Norms is available but it is a complicated subject.

Classroom space and teaching labs are permitted to the University based upon contact hours, i.e. the number of hours a student is in a classroom, based on the maximum nine-hour consecutive period in a day. Concordia, however, peaks in the morning and evening so that one or other of those periods is not counted for generating actual classroom hours. Office and Research space is a function of numbers of Full Time Equivalent (FTE) people for which the University is allocated 130 square feet of office space. Each FTE researcher entitles the University to office space plus 200 square feet of research space. Other space, including libraries, study space, student lounges, athletics, etc. is based on square footage for the FTE student population. No part-time students are allowed by the Government in the FTE ratio for this last category. Classroom and office space are roughly on the norm, student labs are over, research labs are under. Library space is far below the norm, as are student lounges and athletic space on the Sir George Williams Campus. A library building is top priority.

ILUQ (Inventaire des locaux des universités du Québec) is a Provincial computer record of all university space in Québec and its percentage of utilization in minute detail.

Space policy and how one requests it is controlled by Messrs. Pétoles and Beaudoin who do technical work connected with requests, analyzing, fitting them into norms, etc. A small advisory working body reporting to the Rector is called PRET (Physical Resources Evaluation Team) with members from all sectors of the University. SPAC is a political advisory group representing every group in the University with sixty-five or more members. Over that is the Planning Committee of the Board of Governors. Space in the University belongs to the Rector and is "lent" to others as may be required. Reallocation of space therefore may be decided within a department or area, but there is a hierarchy for interdepartmental decisions with the Rector having final authority.

Capital budget is used for renovating and changing space from one area to another. Capital budget requests must be made by November 15 for the following June. It is relayed to Prof. Pétoles and the Planning Office and vetted through PRET to the Rector's Cabinet for final decision.

An imputation is a charge that is levied to a user, e.g. the bookstore pays rent to the University because the bookstore is a non-admissible area, and through imputation charges the University tries to recover out-of-pocket expenses like electricity, heating, maintenance, etc. but no capital costs.

Long term planning is now underway and it is hoped that a general theme plan for space will be available within the next six months. It is hoped that Victoria School will be available this summer. Mid-Town Motors should be coming on line in May. The University is presently negotiating leases on one or two other locations. A major part of the Fine Arts space vacated will be reallocated to some form of study space after consultation.

Mr. Duff pointed out that the merger brought no relief for library space and an extension to the Vanier Library has been applied for. He then opened the meeting to questions.

In answer to questions from Mr. Lajoie, Prof. Martin stated that student association space is included in the norms and all leases must be approved by the Government. Thus far the Government is not interested in a lease of more than five years.

In reply to a question from Prof. Macaluso on the allocation of space in Victoria School, Prof. Martin stated that Prof. Pétolas will probably make recommendations for its use to PRET. They will then be sent to the Rector or the Rector's Cabinet. Victoria School, he said, seems to be a good option for classroom space which is difficult to obtain in office buildings or the Hall Building. It may have a ripple effect on other areas. It was pointed out that space presently rented from the YMCA and in the E Annex, which will be given up, almost equals the space to be obtained in Victoria School.

Mr. Duff stated that the 1978/79 enrolment increase came in faculties that are already overcrowded and has aggravated the space problem. He then expressed the thanks of Council to Messrs. Martin, Pétolas and Beaudoin, encouraging members to contact Prof. Martin if further questions arose later. Messrs. Martin, Pétolas and Beaudoin then left the meeting.

Approval of Minutes of Meeting held on January 15, 1979

- 3.0 It was MOVED by Ms. Cullen, SECONDED by Mr. Wiemann THAT the Minutes of the previous meeting held on January 15, 1979 be APPROVED.

Reports of Area Directors

- 4.0 Reports were distributed by the four Directors in addition to the one sent with the Agenda from Guidance Services.

Dr. Enos reported on the upcoming CIAU Championships, traditionally a unifying force at Concordia, and encouraged all to become involved in the promotion of the event as well as attending.

Dean Counihan reported that Father Gaudet is recuperating from surgery at the Montreal Convalescent Hospital and suggested that Council express concern and speedy recovery to him. The Dean then reported on the quick action of Prof. Martin in obtaining special lockers for the newly located Fine Arts music students on the Loyola Campus last Fall. Ms. Cullen reported that the Health Fair will be held on February 20 and 21 on the Loyola Campus and encouraged all to take part.

Mr. Sproule drew attention to the programs scheduled for the Second Term by Guidance.

Dean Flynn reported that Assistant Dean J. Hopkins will be retiring this Spring necessitating a redistribution of his responsibilities within the department. The Dean also reported that with the help of Messrs. Pétolas, Beaudoin and Vice Rector Martin a TV Lounge had been created on the mezzanine.

Sous-comité vie étudiantes

- 5.0 Mr. Insleay reported that the next meeting will take place March 1, 1979 on the Sir George Williams Campus hosted by Father Graham.

Ad-Hoc Committee on Awards

- 6.0 In addition to the documents distributed with the Agenda (Documents CCSL-79-2-D1 and CCSL-78-2-D3) Dean Flynn distributed an additional report on the 1977/78 Awards Committee, showing facsimiles of Awards. It was then MOVED by Dean Flynn, and duly SECONDED

"THAT the Concordia Council on Student Life have an Awards Program similar to that of 1977/78, and

THAT the Committee be co-chaired by Ms. Irene Devine and Mr. David Chan; and

THAT there be representatives from each of the student associations; and

THAT consideration be given to recommendations from various elements of the University community, particularly the student associations and the Dean of Students to establish a commemorative form of the Awards."

MOTION CARRIED.

Report of the Steering Committee

- 7.0 In the absence of the Chairman, Prof. Allison reported that Ms. Nancy Marrelli has resigned from Council and has been replaced by PTSA member Andy Arsenault on both Council and the Steering Committee.
- 7.1 Steering Committee has discussed the question of replacement of two faculty members whose term expires April 30, 1979, as well as the position of Chairman for 1979/80. Steering Committee is willing to act as a Search Committee for these vacancies if it is the wish of Council. It was therefore MOVED by Prof. Allison, SECONDED by Dean Counihan and CARRIED:-

"THAT Steering Committee constitute a Search Committee for replacement of faculty members whose term expires April 30, 1979; and

THAT it also constitute a Search Committee for a Chairperson of Council for the 1979/80 term."

- 7.2 The question of an Emergency Loan Fund had been referred to Steering Committee by Council at its January meeting and Draft Resolution and Proposed Criteria for Concordia Emergency Loan Funds were MOVED by Prof. Allison, SECONDED by Ms. Richardson (Documents CCSL-79-2-D2 and D3). In the discussion which followed the following points emerged:-

- a) there was some concern regarding operational monies being donated by student associations,
- b) some members were of the opinion that the fund should be operated as one instead of equal funding on each Campus,
- c) it was felt that a yearly reporting to Council might be insufficient.

In reply to a question, Ms. Richardson stated that the fund will not be handled through the bank, but by Financial Aid Officers. Mr. Duff wished to go on record as being willing to raise one-half the amount required, or \$10,000.

As a result of the reservations expressed by Council members, Prof. Allison, with the consent of the Seconder, WITHDREW his MOTION.

It was then MOVED by Prof. Gilsdorf, SECONDED by Dean Flynn and CARRIED:-

"THAT, in light of foregoing discussion, the matter of an Emergency Loan Fund be referred back to Steering Committee to draw up a new Resolution with the aid of the Financial Aid Officers."

8.0 Report of the Priorities and Budget Committee

a) Recommendation re Student Services Fees for Continuing Education Students

Mr. Macaluso stated that because of the number of people involved it was the recommendation of the Committee that no further action be taken at this time regarding student services fees for Continuing Education students. He requested that the matter be kept under surveillance and placed on the Fall Agenda of CCSL.

b) Phasing out football by the end of the 1980 varsity football season

The following letter, dated February 19, 1979, addressed to Prof. Bedford from the Chairman of Priorities and Budget Committee was read by Prof. Macaluso as a NOTICE OF MOTION:-

Re: Intercollegiate Football Motion, April 17, 1978 Meeting , CCSL

In response to your request dated January 12, sent to our Priorities and Budget Committee for action on the motion duly passed by Council "THAT Priorities Committee investigate the possibility of phasing out football by the end of the 1980 varsity football season." this is to inform you that the Committee requested certain specific information of the Director of Athletics. A meeting was held with the Director of Athletics on February 7, 1979 at which time the answers to our questions were discussed. After due deliberation and consultation, the Priorities and Budget Committee wishes to express itself through a motion. THAT intercollegiate football be continued as a program of the Athletics Department, and

Considering the recruiting value of intercollegiate sports, THAT the University provide a sum of money to be determined by the Board of Governors, to the revenue side of the budget of Student Services for 1979/80.

c) Recommendations with respect to Priorities

A report of Priorities and Budget Committee was distributed to the members for study (Doc. CCSL-79-2-D4). Mr. Macaluso stated that every section of the recommendations should be debated and the Committee will be available for discussion of any of the recommendations with any interested group. He then asked the Chairman for procedural advice as he wished to table the document for discussion at the April meeting of Council but also wished to walk through it at the meeting.

He gave an overview of the document which he emphasized was only a beginning exercise and was meant to be examined and discussed within the community since the setting of priorities is one of the major responsibilities of Council. Mr. Macaluso stated that a realistic and exhaustive study of present and future services and programs cannot be delayed; enrolment may decrease causing a decrease in the student services budget. Shortly, he said, it will be necessary to decide what is needed instead of what is wanted and it is up to Council to decide together what is needed and how it will be paid for. The Priorities Committee requires input, interest, enthusiasm and involvement.

After discussion, it was MOVED by Dean Flynn, SECONDED by Ms. Richardson

"THAT this document be TABLED until the April meeting."

Prof. Gilsdorf requested a weighted list of priorities from Directors before studying the budget. In the discussion which followed, it became evident that the information submitted to the Priorities Committee from the Directors could not be released in the same form as submitted to the Committee. Mr. Macaluso felt that discussion of the budget at this point was premature as he himself had not had an opportunity to study it. He proposed that the 1979/80 budget be discussed at the March meeting and discussion of priorities be left to the April meeting.

The Chairman called the question.

** MOTION CARRIED*

Mr. Macaluso pointed out that the editing would have to be done by the Directors, who then agreed to have the documents available for the March meeting.

Any Other Business

- a) Mr. Lajoie suggested that he would like steering Committee to look into the development of a method of financial reporting by the Directorate, if not every month, every three months or so.
- b) Mr. Gilsdorf reminded the Directorate that a Program Cost Analysis should be provided to Council before the 1979/80 budget is approved.
- c) Prof. Macaluso asked direction from Council as to whether or not Priorities and Budget Committee is to distribute line budgets to Council. Dean Flynn stated that as the Priorities and Budget Committee is a representative group of Council it may call for any information it wishes and to signify his position strongly he MOVED to ADJOURN the meeting, which was SECONDED by Dr. Enos.

The meeting adjourned at 7:45 p.m.

minutes amended at Mar 19/79 meeting to include:

*"It was moved by Prof. Gilsdorf, seconded by Mr. Houlton
THAT the Priorities and Budget Committee supply Council with copies of the
weighted priorities from the Directorate, suitably edited to protect individual names,
this to be available at the March meeting.
MOTION CARRIED"*